

**Public Service Commission
Emergency Procedures
For Employees**

2/28/2000

**Emergency Alert Number
Extension 200**

FIRE

**Alert others about the incident by shouting to those in your immediate area.
If more than one person is in the area:**

- **One must call EMERGENCY NUMBER EXTENSION 200 to report the situation and remain on the phone if requested.**
- **Another should locate a fire extinguisher and attempt to put out the fire.**
- **If you are alone, you must decide which to do first depending upon the situation and the extent of the fire.**
- **If you extinguish the fire on your own or with others, you must call EMERGENCY NUMBER EXTENSION 200 to report the incident to the FFD.**
- **Pull a fire pull station only if instructed by the party at ext.200.**
- **If you are told to evacuate, exit only by stairwells; elevators will be reserved for disabled employees and the Frankfort Fire Department personnel.**
- **Disabled persons will be assisted to the elevator for pick up by floor monitors or volunteers.**
- **If the mechanical fire alarm sounds prepare to evacuate the building but wait for the announcement. There may be areas in and around the building you need to avoid.**

Building evacuation

If you are instructed to evacuate:

- **Evacuate by the nearest exit.**
- **Remain calm and assist others as needed.**
- **Enter EXIT stairwells or stairs and move to the outside wall, gradually merging to the inside to allow others to enter at the next level down.**
- **Do not attempt to move UP the stairwell or return to your work station.**
- **Move out and away from the building to the safe assembly area at the far end of the main front parking lot.**
- **Be on the alert for incoming emergency vehicles.**
- **Do not leave the assembly area until the all clear is announced.**
- **Stay with your evacuation group for a head count by the floor monitor.**

WORKPLACE VIOLENCE

- **The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Facilities Security.**
- **This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.**
- **It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Facilities security at 9-695-6380.**
- **All threatening incidents will be investigated by management and documented in personnel files.**
- **A sample violence documentation form is enclosed for your convenience. If the need occurs please use it.**
- **Call 9-911 and/or Facilities Security at 9-695-6380 if assistance is needed.**

Report all other incidents to EMERGENCY NUMBER 9-911 that are not covered in these procedures.

If you have questions please contact the EMERGENCY NUMBER OR Ron Hacker at 564-3000 x 233.

SAMPLE VIOLENCE DOCUMENTATION FORM

Date/Time of Incident:	Date/Time Reported:
Reported to:	Reported by:
Location:	Type of Incident:
Perpetrator:	Victim:
Witnesses:	
Describe the incident:	
List actions taken in response:	

Report Prepared by: _____

Date Prepared: _____

BOMB OR OTHER SECURITY THREATS

- **If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible. Refer to the threat check list accompanying these procedures which provides the type questions you should ask the caller.**
- **Immediately report the threat to person answering at EMERGENCY NUMBER EXTENSION 200 and remain on the line for instructions.**
- **Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from person at the EMERGENCY ALERT NUMBER Extension 200.**
- **You may be asked if you notice anything or any object that is unusual or out of place in your area. If you do, do not disturb the item and immediately call EXTENSION 200.**
- **A decision will be made based upon the information provided if an evacuation is needed. If an evacuation is ordered please follow instructions closely and leave the building to the safe assembly area.**

Report all other incidents to Emergency Number Extension 200 that are not covered in these procedures.

If you have any questions please call Extension 200 or Ron Hacker at 4-3000 Extension 233.

QUESTIONS TO ASK----BOMB THREAT

1. When is the threat going to occur? _____
2. Where will it happen? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLERS VOICE (circle)

Calm	disguised	nasal	angry	broken
Stutter	slow	sincere	lisp	rapid
Giggling	deep	crying	squeaky	excited
Stressed	accent	loud	slurred	normal

If voice is familiar ,whom did it sound like? _____

Was there any background noises? _____

_____**REMARKS**_____

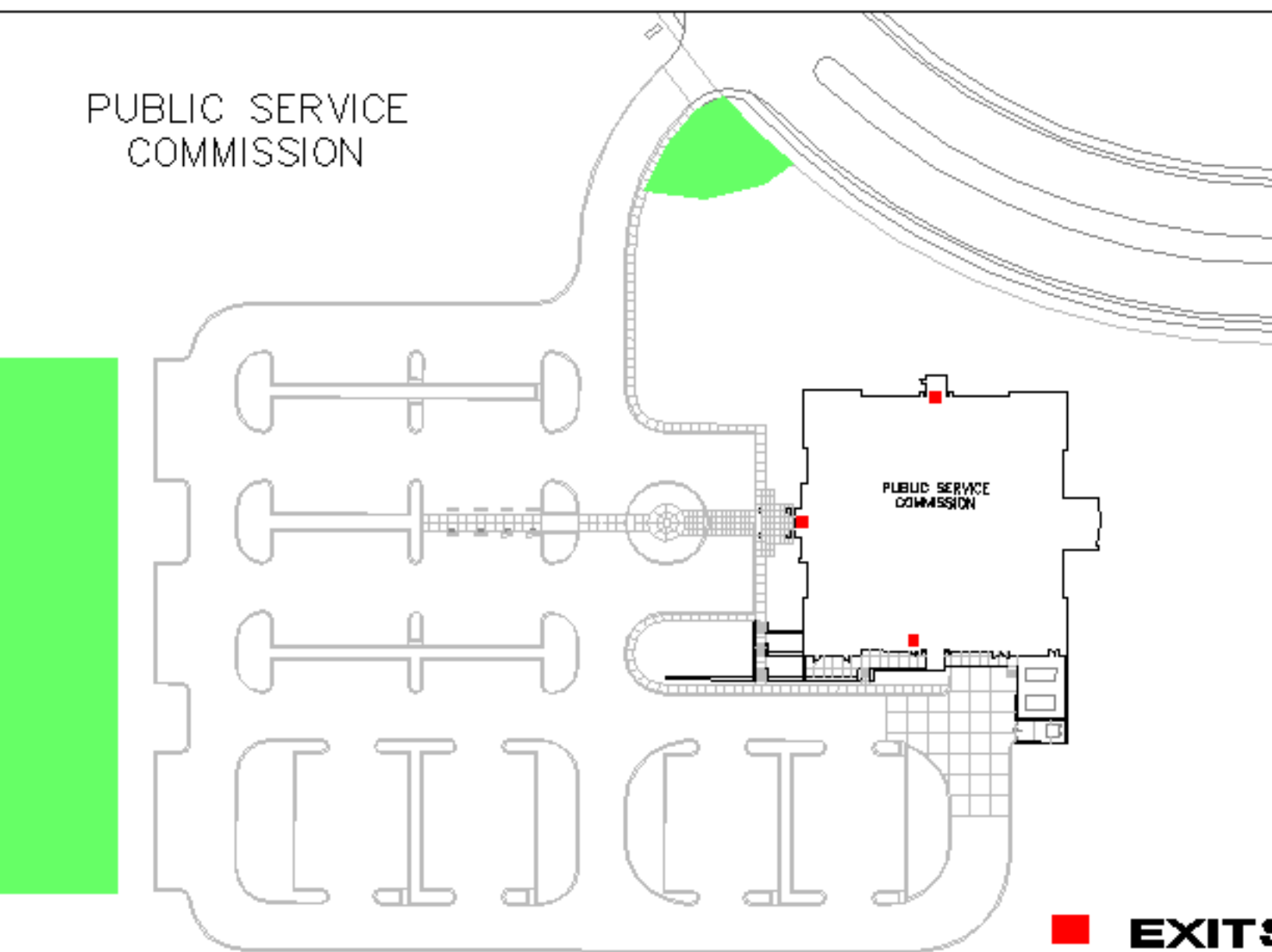
Person receiving call: _____

Telephone number where call received : _____

Date: _____

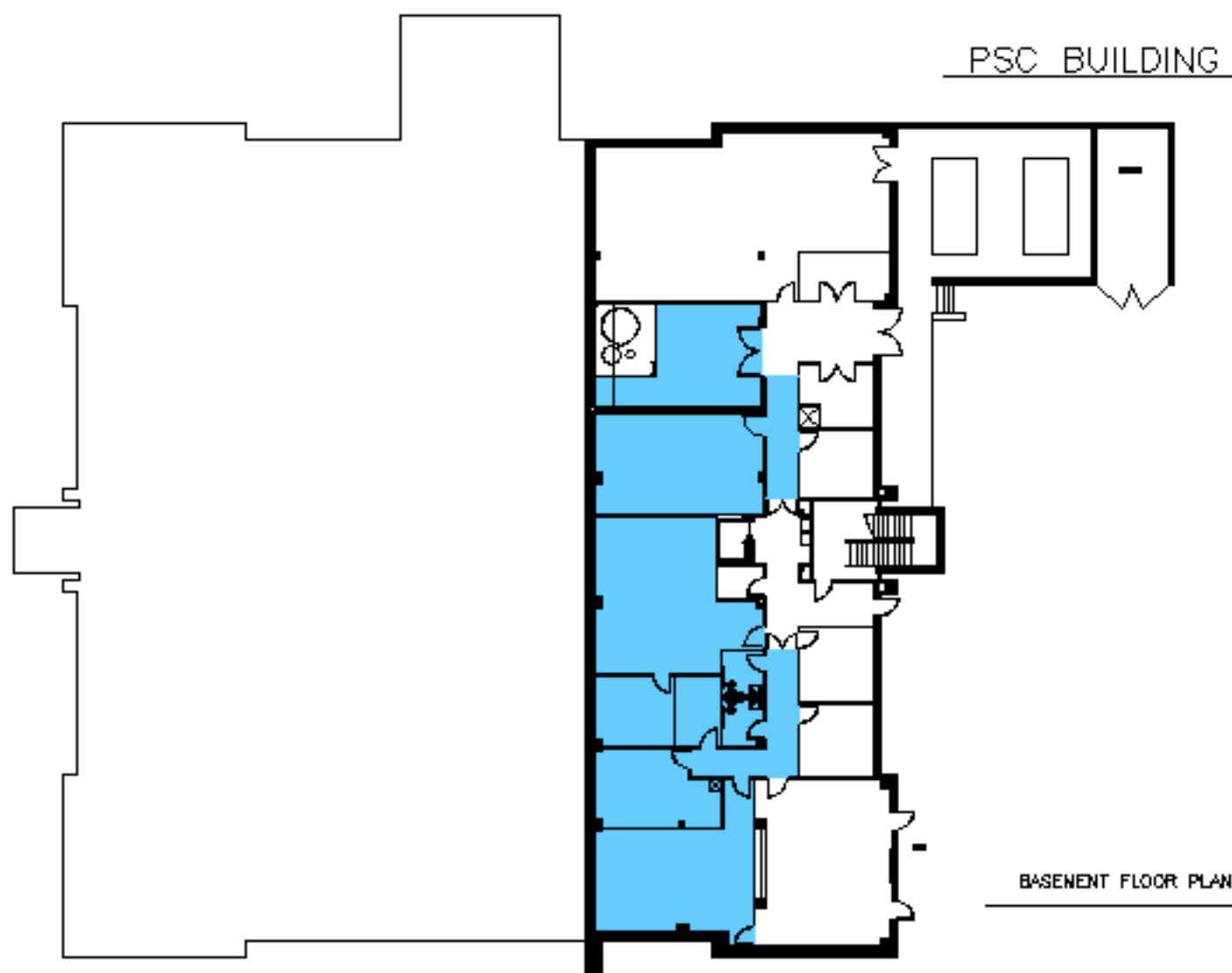
Report call immediately to: Extension---200

PUBLIC SERVICE
COMMISSION



■ EXITS

■ **SAFE ASSEMBLY AREA**



 **TORNADO SHELTER AREA**